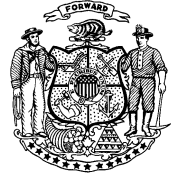




STATE OF WISCONSIN DEPARTMENT OF MILITARY AFFAIRS TRANSFER OPPORTUNITY



March 6, 2017

SCHEDULE AND PAY RANGE: 07-04

CLASSIFICATION: Grants Specialist

TYPE OF VACANCY: Permanent Classified/Full-Time

LOCATION: Madison

CONTACT: Steve Janisch, HR Specialist - 608-242-3166 or stephen.janisch@wisconsin.gov

WHO MAY APPLY: Employees within the DMA who are in a pay range counterpart to 07-04, those who have reinstatement eligibility to this level, and those at a higher level for voluntary demotion.

JOB DUTIES: This position functions as the administrator for the Wisconsin National Guard Tuition Grant program as prescribed by s. 21.49, Wis. State. This position also serves as the pre-pay auditor for agency travel expenses and performs various other financial management and administrative support related activities for the agency. This position will serve as the expert on the tuition grant program and travel expense reimbursements within the agency. This position is expected to independently assess program effectiveness and areas of improvement from an internal control perspective. This position requires significant interaction with internal agency staff and external partners at the Wisconsin National Guard Education Office and state universities and technical schools.

QUALIFICATIONS:

Qualified applicants must have:

- Extensive knowledge and experience with data analysis
- The ability to effectively communicate with diverse individuals and groups.
- Ability to interpret, comprehend and explain to others departmental and/or program policies and procedures.

Well qualified applicants will have:

- Knowledge of MS Excel
- Experience with training other adults.
- The ability to interpret, comprehend and explain to others the statutory provisions and regulatory language governing the administration of a program, as well as department regulations, policies and procedures.

HOW TO APPLY: If you are interested in being considered for this position, please submit a current resume and a letter of interest describing how your training, education and work experience has prepared you for the duties and responsibilities of this position. Submit these materials by way of email to the contact listed above.

To be considered for this opportunity, materials must be received no later than 3:30 pm on Friday, March 10, 2017. Questions regarding this position can be directed to Anna Oehler at (608) 242-3155. Personnel related questions, such as eligibility determinations, can be directed to the contact listed above. A complete position description can be provided upon request. A background check will be done on selected candidate prior to job offer due to fiduciary responsibility.

DEPARTMENT OF MILITARY AFFAIRS · STATE HUMAN RESOURCE SERVICES

2400 WRIGHT STREET · P.O. BOX 14587 · MADISON, WISCONSIN 53714-0587

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